

YWCA Duluth  
Site Visit Programmatic Questions  
July 9, 2015

**1. Review of Work Plan and most recent Update Report**

- Are there any questions about the Update Report form? **No**
- Are the report counts within 10% of the Work Plan counts (or higher)? **Yes; because this is a residential facility, the services provided largely depend upon the needs of the residents currently staying here and the turnover rate. However, in this report, all counts are within 10% or higher.**
- Are revisions to the Work Plan necessary or anticipated in the future? Any revisions to the Work Plan were incorporated into the new grant cycle's work plan and have been submitted and approved.
- See attached questions about program specifics. **Melissa explained that the facility is licensed to house 7 moms and 7 babies. They are at full capacity. Recently, one mom gave birth to twins and they had to apply for a temporary permit to house 8 babies. Moms stay for a minimum of one year in order to complete their assessment goals. Many of the women staying at the facility are coming out of the foster care system. Of late, they have begun to see moms with more needs and more mental health concerns.**

**2. Compliance with Necessary Services Policy**

- What intake form are you using to conduct the Necessary Services assessment? – (See attached Policy on Necessary Services Compliance #1) **YWCA Duluth is still using the MDH-provided Necessary Services Data Intake form to collect the assessment information from clients.**
- Are there any questions regarding the collection of information for the Demographic Report form? **No**
- Are there any questions regarding the reporting of information on the Demographic Report form? **No**

**3. Review of compliance**

- Guidelines – any questions?
  - ✓ Pre-paid cards (revised) YWCA doesn't store pre-paid cards. When they need them, the cards are purchased and immediately distributed.
  - ✓ Submission of materials: Reviewed
  - ✓ Travel (revised): Reviewed
  - ✓ Participants: Reviewed
  - ✓ Religious content: Reviewed, including the additional information contained in the FAQ that describes the circumstances in which a grantee can discuss spiritual or faith-based questions with clients.
- New staff orientation – how is this conducted? **Staff first attend the YWCA's orientation, then this program's orientation, including sleep safety and information on the effects of shaken baby syndrome, necessary services training, confidentiality,**

**and information specific to the mom's program. The overnight staff has orientation specific to their positions and are informed as needed of PA policies and procedures.**

- Budget Form Guidelines: Reviewed
- Strategies review (revised): Reviewed

**4. Medical accuracy compliance**

- A. How are you assuring medical information distributed by or available at your organization is medically accurate? **The YWCA Duluth cites sources that are broadly recognized within the medical community as medically accurate.**
- B. Does your organization provide any medical services? **No**

**5. Is grantee in compliance with contract agreement?**

- A. Are all the duties in the Work Plan being fulfilled as described, in the quantities described, by the deadlines described? **Yes**
- B. Is the grantee in compliance with the Assurances and Agreements? **Yes**
- C. Have all subcontractor agreements for the contract and evaluation plan been submitted and approved? Not applicable (no subcontracts)
- D. Do volunteers support the grant-funded activity? **Yes**  
If so, how are they oriented to the obligations and duties of the grant agreement, Work Plan and Assurances and Agreements form? In the same way as staff (see response to # 3 above).
- E. Does the grantee submit media products for review and approval prior to purchase, development or distribution? **Yes**

**6. Financial Review**

- A. Review of Year 1 Expenditures/Year 2 Budget, as needed: Year 2 budget has been approved
- B. Follow-up of grantees with elevated risk: Not applicable (Grantee not at elevated risk)
- C. Financial Reconciliation; review of findings (if FR has taken place): Not applicable (FR has not taken place)
- D. Invoices
- Are there any concerns regarding invoices? (timing, signatures, etc.) **No; they will start doing electronic signatures in the near future.**
  - Are there any issues to discuss regarding the invoice verifications? **No**

**7. Evaluation Plan Update**

- How is evaluation project progressing? **They are doing a project involving nutritional education. They were able to hire the person with whom they have contracted to do this in the past. Things are going as expected. Melissa gave me their Evaluation Plan for 2015-16 and will send in the contract for their hired evaluation staff.**
- Is participation meeting expectations? **Yes**
- Are there any concerns regarding responses or progress reports? **No**
- Are budget revisions necessary? Any money left over will be carried over into the next grant cycle.

**8. Review of Positive Alternatives web site: No changes**

**9. Grant Agreement Amendment?**

- Have there been any changes to your 2012-16 grant application Face Sheet information? An updated face sheet was provided.
- Do you anticipate any changes prior to June, 2014? No
- Budget discussions: **Karen, the Finance Director, asked questions about the Salaries entry on the budget (are they limited to the number of positions listed? The answer is no; positions can be job-shared.) Also, Karen asked about how these positions in Salaries are linked to the number of positions listed in “Other” on the budget. (The “Other” category defines entries by position, not by fte, so a grantee can budget up to \$250 per grant-funded person per year.) (2014)**  
**Karen discussed the possible rollover funding that the YWCA anticipates they will have going in to the new fiscal year. Karen and Melissa also discussed the RFP and future funding decisions with me. (2015)**

**10. Issues specific to this grantee: None**

**11. Tour of Facility**

- If facility has been remodeled/updated with grant funds
- If grant-funded activity areas have been significantly changed: No significant changes; however, a breastfeeding chair was purchased with grant funds. This chair was observed in the common area.

**12. How can MDH be more supportive of your program?**

**The Spirit Valley YWCA residence houses up to 7 women and their babies, providing material needs, education and support services. The goal of the program is to support and educate the residents until they are ready to live on their own and support themselves and their babies.**

**In visiting with both Melissa and Karen I was able to see the outstanding program the YWCA is offering for young women ages 16 – 21 in crisis pregnancy situations. They are not just another transitional housing opportunity but rather their strength lies in their extensive programming offered to the young women along with their emphasis on relational programming. They encourage their clients to make a plan to stay at least one year to stabilize their life and future. I also was able to tour the building and see first-hand the clean and welcoming home the YWCA is offering the Duluth community for young women in need.**